



FEMA

POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
INVESTIGATIVE SUPPORT GROUP SUPERVISOR

INVESTIGATIVE SUPPORT GROUP SUPERVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Investigative Support Group Supervisor and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Ensure that the Intelligence and Investigations Section Groups have adequate investigative personnel and resources, including: <ul style="list-style-type: none"> ● Investigators ● Evidence gathering, forensic, missing person, and mass fatality specialists ● Civilian support personnel ● Specialized personnel, including bomb technicians, surveillance teams, SWAT teams, K-9 units 	E, F, I, J		

1b. Behavior: Successfully assume the role of Investigative Support Group Supervisor and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Initiate and maintain division/group activity log: <ul style="list-style-type: none"> ● Complete activity log and use to support a common operating picture ● Transfer information to additional documents, positions, and displays 	E, F, I		

1c. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>3. Activate division/group:</p> <ul style="list-style-type: none"> ● Establish appropriate division/group organization and assign staff responsibilities, while maintaining span of control ● Ensure availability of appropriate resources ● Conduct supporting activities within operational period ● Follow protocol for communicating division/group's daily accomplishments to the Documentation Unit or appropriate personnel ● Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel ● Follow process for resource requests/releases for operational planning purposes ● Assign staff or units as appropriate ● Participate in planning meetings to determine division/group organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period 	E, F, I		
<p>4. Supervise and adjust division/group organization and operations based on changes in incident situation and resource status:</p> <ul style="list-style-type: none"> ● Maintain common operating picture throughout the division/group ● Provide for functional and geographical supervision as necessary ● Ensure effective use and coordination of all assigned resources ● Constantly monitor objectives and overall division/group operations for efficacy and safety 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> ● Submit incident narrative to supervisor ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> • Supervisor's direction • IAP goals and objectives • Other planning goals and objectives 	E, F, I		
7. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> • Make adjustments in response to new information, changing conditions, or unexpected obstacles 	E, F, I		

3b. Behavior: Ensure that appropriate facilities and logistics support is available to investigative personnel to successfully conduct a thorough investigation

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Activate intelligence/investigations staging areas and designate Staging Area Managers to document responding personnel and resources.	E, F, I, J		
9. Based on the needs and complexity of the event, and upon the request of the Intelligence/Investigations Section Chief or the Investigations Operations Group, ensure there are secure facilities that allow investigators to: <ul style="list-style-type: none"> • Interact and communicate with other investigators assigned to the incident • Document and secure evidence • Review and store classified material • Have sufficient audio, data, image, and text communications available • Coordinate with the Intelligence Group to install and staff a 24-hour hotline 	E, F, I, J		
10. Identify and deploy appropriate mobile field investigation trailers, as the Intelligence/Investigations Section Chief requires.	E, F, I, J		

3c. Behavior: Maintain liaison with Intelligence/Investigations Investigative Operations Group to ensure they receive the appropriate technical and systems support the investigation requires

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11. Identify and provide appropriate case management systems and processes that: <ul style="list-style-type: none">● Track statements and evidence recovered● Include follow-up investigative reports and other relevant investigative actions, such as tracking the results of investigating clues● Invoice, safeguard, and evaluate all evidence— forensic, digital and multimedia, and investigative	E, F, I, J		
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4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> ● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods 	E, F, I		